



The following guide outlines current required orders for businesses within the jurisdiction of the City of Burlington. Requirements by the Governor's **Executive Order 131** are labeled **NCEO 131**. Requirements by the City of Burlington **State of Emergency Declaration** and its Amendments are labeled **BSOE**.

REQUIREMENTS FOR ESSENTIAL RETAIL ESTABLISHMENTS

- All essential retail establishments regardless of size are required to restrict occupancy to either 20% of the business's stated fire capacity or 5 customers per 1000 sq/ft. **(NCEO 131)**
- All essential retail establishments regardless of size must clearly mark six feet of spacing in lines at cash registers and other high-volume areas (like deli counters). **(NCEO 131)**
- All essential retail establishments must clearly mark six feet of spacing in lines for those waiting outside to enter when a business has reached its maximum occupancy. **(NCEO 131)**
- BIG BOX retailers (7500 sq/ft and over) must have one point of entrance and one point of exit **(BSOE 4/9/20)**
- All essential retail establishments regardless of size must perform frequent and routine cleaning of high-touch areas (ie carts, door handles, credit card readers, etc). **(NCEO 131)**

BEST PRACTICES FOR ESSENTIAL RETAIL ESTABLISHMENTS

- All essential retail establishments should provide hand sanitizer in the store. **(BSOE)**
- All essential retail establishments should make sure that store employees follow CDC and/or NC DHHS guidelines for hygiene and safety. **(BSOE)**
- All essential retail establishments should provide store employees with leave time and flexible options, so they may take time off if they feel ill, need to quarantine due to exposure to COVID-19, or experience symptoms. **(BSOE)**

MITIGATION MEASURES FOR LONG-TERM CARE FACILITIES (NCEO 131)

- Long-term care facilities must remind staff to stay home while they are sick.
- Long-term care facilities must screen all staff at the beginning of shift for fever and respiratory symptoms.
- Employees should follow CDC guidelines on returning to work, including: having no fever for three full days without the use of medicine that reduces fevers; other symptoms that have improved; and at least 7 days having passed since symptoms first appeared. The CDC guidelines can be found at <https://www.cdc.gov/coronavirus/2019-ncov/hcp/return-to-work.html>.
- No one should visit a nursing home, skilled nursing facility, residential care facility, or any other long-term care facility unless it is an end-of-life visit.
- Skilled nursing facility staff should wear facemasks at all times. If you do not have a face mask, the CDC recommends wearing cloth face coverings in areas of significant community-based transmission such as long-term care facilities. Please refer to the CDC's guidance on wearing cloth face coverings at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>.

CAR WASH REQUIREMENTS

These requirements remain unchanged. They went into effect as part of the 4/9/20 Amendment to the City of Burlington State of Emergency Declaration (**BSOE**).

- Car washes in the City of Burlington may remain open and operating for exterior car washes only.
- With drive-thru car washes, customers must remain in the vehicle.
- Internal vacuuming stations/islands may remain operational for customer use only.
- Sanitizer must be provided by the operator and available onsite for the cleaning and sanitizing of washing and vacuuming equipment (handles, wands, hoses, etc.) after each use.
- In no instance shall car wash staff/employees enter a patron's vehicle.

NON-ESSENTIAL BUSINESS REQUIREMENTS

These requirements remain unchanged and are still in effect as part of the 4/9/20 Amendment to the City of Burlington State of Emergency Declaration (**BSOE**).

If your business is not deemed ESSENTIAL under the Governor's Executive Order 121 or if your application to the NC Department of Revenue for ESSENTIAL classification has been denied:

- You must close your business to customers and remain closed
- Your employees may do the minimum necessary to maintain the condition of inventory, maintain the premises, ensure security, and process payroll and other employee benefits
- Your employees may do the minimum necessary on site to allow for remote work (ie maintain computer systems, phone systems, etc.)